

15 DEC 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

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Director of Information Services

SUBJECT: OIS Weekly Report (8-14 December 1982)

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Office of the Director

The Director of Information Services met with past and present members of the Operations Section of the Information Technology Branch, Records Management Division, to announce that the Section had received a Meritorious Unit Citation for work performed in eliminating the TSCADS backlog and to congratulate them on their accomplishment. A formal presentation will be made at a ceremony to be scheduled for later in January 1983.

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Classification Review Division

The House Permanent Select Committee on Intelligence, through the Legislative Liaison Division, OEXA, has requested a quick review of 74 pages of documents from the files of ex-Pike Committee member Congressman McClory of Illinois, who is retiring this year. The Committee requested that the unclassified sections "be sent to the Congressman's Archives." CRD has been able to declassify only 22 percent of the documents -- much fewer than the Committee had hoped.

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Material reviewed during the week included the following: three OSS documents (2,872 pages), ten Foreign Relations of the United States series documents (33 pages), 12 Publications Review Board documents (348 pages), and ten other miscellaneous documents (2,639 pages) for a total of 5,892 pages.

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Records Management Division

Three NPIC employees worked at the Archives and Records Center to correct three jobs that were accessioned incorrectly. The project involved over 1,000 film cans that had to be renumbered and repositioned on the shelf.

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Approximately 162 cubic feet of material were transferred   
for destruction.

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[redacted] Chief, Information and Privacy Division prepared responses to several questions received by ISOO in conjunction with its Executive Order 12356 training session held on 15 December. The responses were coordinated with OGC and delivered to ISOO for use without attribution, since the session was open to the public. [redacted]

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An RMD representative and the DDI Records Management Officer briefed OSWR Registry personnel on the revised position descriptions prepared prior to the re-evaluation of OSWR Registry positions by PMCD. PMCD reviewed and discussed these descriptions with OSWR Registry personnel and, judging from the type of questions asked and the length of the discussions, a favorable decision on higher grades is anticipated. [redacted]

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Regulations Control Division

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Information and Privacy Division

A separate report is attached. [redacted]

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Attachment:  
As stated

EXO/OIS: [redacted] (15 Dec 1982)

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